



Position: ENROLLED AGENT – FULL-TIME OR PART-TIME

BECOME PART OF A CARING & SUPPORTIVE TEAM. WORK WITH SEASONED PROFESSIONALS PROVIDING GREAT SERVICE TO INTERESTING AND DIVERSE CLIENTS. DISCOVER THE THRILL OF WORKING WITH TECHNOLOGY AND NUMBERS TO MAKE A DIFFERENCE IN CLIENTS' LIVES. LEARN NEW SKILLS THAT ARE ALWAYS IN DEMAND.

Experience & Skills:

Required:

- Experience & strong working knowledge:
 - Tax return preparation: 1040, 1065, 1120, 1120-S, 1041, 990
 - General accounting
 - MS Word, Excel, Adobe, Outlook
- Self-starter

Advantageous:

- CCH Access Tax, SurePrep
- QuickBooks, QBO, Sage, Xero, other bookkeeping software

Responsibilities:

- Tax return preparation, possible client interaction
- Other possible projects may include:
 - Assistance with compilations & reviews
 - Bookkeeping & accounting tasks
 - Tax Research

Personal Attributes:

- Team player
- Strong communication and interpersonal skills

We offer:

- Electronic, paperless, multi-monitor technology
- Competitive compensation & benefits
- Free parking
- Relaxed, warm, professional work environment
 - Flexible schedule
 - Hybrid schedule
- Opportunities for a career path & growth
- Professional development and education
- Supportive team environment

Since 1941, CrawfordEllenbogen has specialized in providing comprehensive, professional services for closely-held businesses, non-profits, families and individuals – clients for whom business is personal, and the *bottom-line* is always *top-of-mind*.

For more information, please visit our website: www.ce-cpa.com

To apply, simply email your resume along with a cover letter to admin@ce-cpa.com